**MINUTES to SPECIAL SELECTBOARD MEETING**

**Grafton Town Hall**

**Thursday, September 1, 2022, 5 pm**

Present: Selectboard: Chair Joe Pollio, John Gregory, Cathy Siano-Goodwin, Rich Thompson, and Suzanne Welch.

Also: Mike Faulkner, Bill Kearns (Town Administrator), Kim Record, and Wendy Martin.

**Note:** Due to technical difficulties, the Microsoft Teams (remote attendance) was unavailable.

1. Call to order: The Chair called the meeting to order at 5:18 pm.

2. Adopt Agenda: It was moved by Rich Thompson, seconded by John Gregory, to adopt the agenda. Motion passed unanimously.

3. Highway Employee Hiring Committee Discussion; Making Hiring Decision. Rich Thompson told the board that after six weeks of advertising in multiple outlets, three applicants had been interviewed by the committee and its recommendation was to hire Colby Record. Thompson said that Record had extensive experience working for VTrans since 2018, along with other qualifications, which Thompson noted. Thompson assumed that Record would need to give two weeks’ notice before starting the job. Interim Road Foreman Mike Faulkner said that Record told the committee that he had done VTrans’ culvert inventory, so that knowledge will come in handy for this position.

It was moved by Rich Thompson, seconded by Cathy Siano-Goodwin, to hire Colby Record for the position of Highway Equipment Operator/Truck Driver at a starting salary of $24/hour with a probationary period of 90 days. Motion passed by a vote of 4–0, with one abstention (John Gregory).

Later in the meeting it was determined that Rich Thompson would call Colby Record to offer him the position and follow up with a letter. Thompson will also contact the other candidates to inform them of the board’s decision.

It was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin, to increase Interim Road Foreman Mike Faulkner’s salary to $33/hour, retroactive to when he assumed interim duties, and to increase David Rogers’ salary to $27/hour as Interim Assistant Road Foreman. Welch said that Rogers had met with the Personnel Committee and told them he was willing to take on more responsibility; Faulkner concurred and said Rogers had “already stepped up to the plate.”

The Chair called for a vote. Motion passed unanimously.

4. Process to Interview Candidates for Town Administrator and to Determine Hours and Salary Rates. Chair Joe Pollio told the board that two candidates remained from four who had been interested initially. Both candidates were available to meet with the Hiring Committee. Pollio said that no salary range had been noted in the advertisement and that this range would need to be determined in advance of the interviews. There was a discussion about how many hours the position should be, with Suzanne Welch asking if the board wanted the position to be 34 hours, which is the position’s current number of hours (Monday through Thursday). John Gregory said he would like to see a full week (Monday through Friday) but fewer hours each day. Welch noted that the position was a non-exempt position with overtime allowed. Discussion ensued about the job description that had been included with the advertisement, what the position required and its priorities.

At 5:53 pm, it was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin, to enter into Executive Session to discuss personnel, as per *1. V.S.A., § 313, (3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting.* Motion passed by a vote of 3 (Welch, Siano-Goodwin, Thompson) to 2 (Pollio and Gregory).

At 6:08 pm, it was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin, to exit the Executive Session. Motion passed unanimously.

It was moved by Rich Thompson, seconded by Cathy Siano-Goodwin, to proceed with interviewing the current candidates for the Town Administrator position. Motion passed unanimously.

It was then moved by Rich Thompson, seconded by Suzanne Welch, to use the current Town Administrator job description with a salary range of $28–$34/hour and 32–34 hours weekly while interviewing these candidates. Motion passed unanimously.

The Hiring Committee will consist of the five Selectboard members, Kim Record, Mike Faulkner, and Town Administrator Bill Kearns. There was discussion regarding this configuration necessitating a public meeting (with all five Selectboard members present) with the interviews taking place during an Executive Session. Kearns will contact the two candidates to inform them of the salary range, hours, and to set up the interviews for Friday, September 9 beginning at 4 pm at the Town Hall.

5. Next regular meeting: Tuesday, September 6, 2022 at 6 pm.

6. Adjourn. It was moved by Rich Thompson, seconded by Suzanne Welch, to adjourn the meeting at 6:25 pm. Motion passed unanimously.

Respectfully submitted,

Wendy Martin